

OFFICE OF FINANCE
Analysis Branch

Systems Accountant (2)

GS510-13

Duties

1. Serves under the general supervision of the Chief, Analysis Branch. Incumbents work on the entire spectrum of systems work that includes detailed systems analysis work such as: systems requirements, data gathering, systems diagnosis, design, controls, conversion, testing and training. Incumbents will perform as project leaders of various systems projects involving the entire spectrum of financial systems. This could involve design of a new system or redesign of an ongoing system. Will also have the continuing responsibility of maintaining review of all systems once implemented. This will entail close contact with end-users at all levels in order to ascertain that the systems are sensitive to the users needs. He will work out the methodology and the application or innovation of techniques and precedents to the problems encountered. Incumbents are expected to possess the following characteristics:

- a. Should be familiar with the philosophies and objectives of the Office of Finance and overall Agency and Intelligence Community financial management trends. Representation is that of a user of systems.
- b. Possess a knowledge of accounting and operating methods including specialized areas such as accounts, monetary, payroll and budget. Also should have knowledge of legal and audit requirements. They must have a capability to audit "through" computer systems.
- c. Education or experience should be broad and should include a knowledge of information science. Incumbents are expected to continue their education throughout their assignments to stay current.

2. Incumbents must depict a high degree of resourcefulness, ingenuity, and inventiveness in applying principles, techniques, and methodology in solving systems problems. The solutions derived must represent sound financial policy and, therefore, represent and comply with overall Agency regulations. Prior to project implementation they will have to make formal presentations to top management, not only within their own career service but often to management in other components. Exposure will also involve visits to other Government agencies.

Systems Accountant (2)

GS510-13

3. Will be responsible for systems compliance to regulatory and legislative changes. Must be able to interpret and advise the Director of Finance of these changes. In addition, he or she must coordinate systems specifications with the OJCS counterpart as well as the responsible individuals in other components whenever systems cross organizational lines.

4. During system design stage he will be responsible for negotiated approvals of proposals and recommendations and furnish advice on important accounting applications and problems. Incumbents must be the catalyst for each project and, therefore, maintain contacts necessary in the initiation and conduct of projects. The all important contacts will be those with the end-users and Office of Finance top management.

5. Incumbents are responsible for training other operational or line members of the Office of Finance in the utilization of modern techniques.